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MEMORANDUM FOR: Executive Officer, OL
 Chief, Supply Division, OL
 Chief, Logistics Services Division, OL
 Chief, Real Estate and Construction Division, OL
 Chief, Printing and Photography Division, OL

FROM: James H. McDonald
 Director of Logistics

SUBJECT: Appointment of Members to the Office of
 Logistics Safety and Health Committee

REFERENCE: DDA FY 1980 Management by Objective (MBO)
 Health and Safety Program (OL 28-80)

1. Pursuant to discussions held with the Acting Deputy Director for Administration (A/DBA), and in accordance with the objectives of referent MBO, I am establishing a Safety and Health Committee comprised of the below members. The Committee will be tasked to review current safety and health standards within the OL and to prepare an appropriate Health and Safety Program, tailored to the needs of OL, which clearly meets the standards and objectives of the Occupational Safety and Health Act of 1970 (OSHA). The Committee should also be prepared to submit a summary of all specific achievements which can readily be incorporated into the annual OL OSHA report.

Deputy Chief, Supply Division, OL
 Deputy Chief, Logistics Services Division, OL
 Deputy Chief, Real Estate and Construction Division, OL
 Deputy Chief, Printing and Photography Division, OL
 Assistant Executive Officer, OL

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2. The Committee will be chaired by a member elected from its midst and be guided in its efforts by the referenced MBO, a copy of which I have attached. The ultimate goal is

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Safety and Health Committee**

to promote and encourage health and safety awareness and ensure that OL personnel are provided with a working environment free of safety and health hazards. I would suggest that the Committee convene on 14 November at 2 p.m. in the Supply Division Conference Room to establish basic ground rules and begin formulating plans to meet the objectives of relevant MBO. Representatives from the Office of Security and the Office of Medical Services will be invited to attend and discuss their respective roles in the overall agency safety and health program. (C)

3. The coordinator for the implementation of this MBO is [redacted] OL/P&PS, who can be reached for information [redacted] for further details. (C)

/s/ James H. McDonald

James H. McDonald

Att.

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OL/P&PS [redacted]

(6 Nov 79)

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